

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a technical, highly responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports and records, and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking police officers.

EXAMPLES OF WORK

Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details and relays orders and instructions to other clerical personnel at the chief's direction.

Answers telephone in chief's office, dispenses information to callers, in accordance with policy and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order or any routine detail of office operations as required.

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law and must successfully pass a psychiatric examination, before appointment from employment list;

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

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